

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

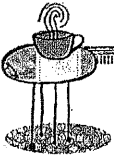
1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.



Cash Management Log

STORE COMMUNICATIONS

DAY - Mon

DATE - 12/13

6.68 multiple

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dathan	59442105	SA	1230p
Robert Ver	5944214	SA	2:00p

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy	59442119	SA	7PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59442126	SA	2:15p
Andrew	59442131	SA	7PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tasha	59442109	SA	2:15p
Samson	59442117	SA	8PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHAS

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

CHASE

Transaction #220
Account Number Ending In: 0515
Checking Deposit \$394.08
Cash Amount \$394.08

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/13/2010 15:09

Business Date 12/13/2010
Session #104

ISEO

Thank you - Williamae
Cashbox #06

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

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CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

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INTRODUCING
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**BETTER
RATES**

**MORE
REWARDS**

BIGGER

TranSource®

DATE 12/13/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	394	
COIN		08
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
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9		
10		
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12		
13		
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16		
17		
18		
19		
20		

DEPOSIT PREPARED BY SM

DEPOSIT VERIFIED BY SM

PRINT NAME Serenity

DEPOSIT BAG # N/A

TOTAL 394 08

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO RETURN
CALL 1-888-710-4343
AND REFERENCE
ORDER #Z65F9383

TOTAL
ITEMS
1

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST
JPMORGAN CHASE BANK

11649 15602010221 777170515

394.08

Cash Management Log

STORE COMMUNICATIONS

DAY - Tues

DATE - 12/14

+1.92

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy	59442141	EW	6PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
59442111	Bathan	SH	11am
yer	59442113	JS	4PM
Beth	59442113	W	6PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59442123	JS	4PM
Tasha		JS	4PM
Sam	59442103	W	8P

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

127603068

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2146.76
DO NOT DISCARD UPON REMOVAL DATE: 12/14/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

My Transaction Summary

Further review may result in delayed availability of this deposit

Thank you - CANDIS
Cashbox #05

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER.
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**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER.
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

TO REORDER
CALL 1-888-304-545
AND REFERENCE
ORDER #78579383

DEPOSIT TICKET

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

DATE 12/14/10

DEPOSIT TICKET

CURRENCY 3146
COIN 76
CHECKS REMOVED

DEPOSIT PREPARED BY BN
DEPOSIT VERIFIED BY BN

PRINT NAME
Serenity Marshall
DEPOSIT BAG #127603068

TOTAL 3146 76

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

314676

7771705151

11649 15602010221

DEPOSIT TICKET

CHECKS AND OTHER ITEMS ARE
NOT VALID FOR CASH WITHDRAWAL
UNTIL THE FOLLOWING BUSINESS DAY
AFTER CONVERSION CODE OR
AGREEMENT DEPOSITS MAY NOT
BE WITHDRAWN FOR IMMEDIATE
WITHDRAWAL

DATE 12/14/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	3146	76
COIN		
CHECKS		
1		
2		
3		
4		
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DEPOSIT PREPARED BY *SN*

DEPOSIT VERIFIED BY *WIA*

PRINT NAME *Sevinity Marshall*

DEPOSIT BAG # *122603068*

TOTAL 3146 76

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4343
AND REFERENCE
ORDER #Z65F9383

TOTAL ITEMS 1

REORDERED ITEMS WILL BE SHIPPED TO THE ADDRESS ON THE ORDER. NO ADDITIONAL COLLECTION FEE IS AVAILABLE FOR REORDER.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 5602010225 777170515

3146.76

DEPOSIT TICKET

Cash Management Log

DAY- Tues DATE - 12/14/10

SAFE COUNT

SAFE COUNT										
ME	OPEN: <u>5:00</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>6:50</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>6:10a</u>	<u>1pm</u>							<u>130</u>	<u>730</u>
\$0.01	<u>25</u>	<u>25</u>							<u>25</u>	<u>21</u>
\$0.05	<u>6</u>	<u>6</u>							<u>6</u>	<u>8</u>
\$0.10	<u>25</u>	<u>25</u>							<u>25</u>	<u>8</u>
\$0.25	<u>240</u>	<u>240</u>							<u>240</u>	<u>130</u>
\$1.00	<u>194</u>	<u>144</u>							<u>144</u>	<u>60</u>
\$2.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>80</u>	<u>60</u>							<u>60</u>	<u>260</u>
\$10.00	<u>180</u>	<u>10</u>							<u>10</u>	<u>110</u>
\$20.00	<u>320</u>	<u>70</u>							<u>70</u>	<u>120</u>
OTHER \$'s	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1800</u>							<u>1800</u>	<u>1801</u>
# Tills/Total \$	<u>3220</u>	<u>11032</u>							<u>3220</u>	<u>11032</u>
# Till Drops	<u>10</u>	<u>1</u>							<u>10</u>	<u>1</u>
Cust. Recov. Cert.	<u>7</u>	<u>7</u>							<u>7</u>	<u>7</u>
P-Card	<u>(Y)N</u>	<u>(Y)N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>(Y)N</u>	<u>(Y)N</u>
# Tip Bags	<u>10</u>	<u>2</u>							<u>10</u>	<u>2</u>
Comments:	<u>1+11 + \$5</u>									

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:		Taken By Cash Controller:	<u>SM</u>
Preparing Deposit:	<u>SM</u>	Date to Bank:	<u>12/14</u>
Start Time:	<u>12:30p</u>	Time to Bank:	<u>3:30p</u>
Deposit Bag #:	<u>127603068</u>	Deposit Bag #:	<u>127603068</u>
Deposit Witness:	<u>SM</u>	Banking Witness:	<u>SM</u>
Deposit \$:	<u>214676</u>	Bank Validated \$:	
Completion Time:	<u>12:50p</u>	Bank Validation Time:	
Change Order \$:	<u>0</u>	Change \$ Received:	<u>0</u>
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (signature)	TIME:
<u>1530473</u>	<u>(P)</u>	<u>34131853</u>	<u>(Signature)</u>	<u>8:20</u>
<u>1530473</u>	<u>(P)</u>	<u>34131854</u>	<u>(Signature)</u>	<u>8:20</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature: _____ Date Reviewed: _____

Comments: _____

Cash Management Log

STORE COMMUNICATIONS

DAY -

Wed

DATE -

12/15

(-69¢)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	5944171	W	6 PM

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Liz	5944173	W	6 PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karla	59442151	KB	7:14 PM
Karen	59442149	KB	1 PM
Leslie	59442119	W	10 PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Yer	59442133	KB	12 PM
Ben	59442135	W	8 PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE

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My Transaction Summary

CHASE

Transaction #341
Account Number Ending In: 0515
Checking Deposit \$2,900.43
Cash Amount \$2,900.43

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/15/2010 17:31

Business Date 12/15/2010
Session #157

Thank you - Willfemae
Cashbox #06

EQ

CHASE EXCLUSIVES

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RATES**

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STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2900.43
DO NOT DISCARD UPON REMOVAL DATE: 12/15/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603070

TranSource

DATE 12/15/10

DEPOSIT TICKET



STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

		DOLLARS	CENTS
CURRENCY		2900	
COIN			43
CHECKS (SEE EACH SEPARATELY)			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

JP MORGAN CHASE BANK

DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY SA

PRINT NAME N/A

DEPOSIT BAG # 127603070

2900.43

TOTAL 2900.43

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

DEPOSIT TICKET

TOTAL ITEMS 1

ORDER # 659383

TranSource

DATE 12/19/10

DEPOSIT TICKET

		DOLLARS	CENTS
CURRENCY		2100	
COIN			43
CHECKS LIST EACH SEPARATELY			
1			
2			
3			
4			
5			
6			
7	(10 P.S.)		
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY SA

PRINT NAME N/A

DEPOSIT BAG # 121603070

TOTAL 2900.00 43

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #765F9383

TOTAL ITEMS 1

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 156920102 777170515

2900.43

Cash Management Log

DAY: WED DATE: 12/15/10

SAFE COUNT

NAME	OPEN: <u>12/15/10</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>12/15/10</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>7:39 AM</u>	<u>1:39 PM</u>			<u>2 PM</u>	<u>7:30 PM</u>
\$0.01	<u>21</u>	<u>25</u>			<u>25</u>	<u>23</u>
\$0.05	<u>0</u>	<u>16</u>			<u>16</u>	<u>12</u>
\$0.10	<u>0</u>	<u>70</u>			<u>10</u>	<u>45</u>
\$0.25	<u>130</u>	<u>330</u>			<u>330</u>	<u>300</u>
\$1.00	<u>60</u>	<u>247</u>			<u>250</u>	<u>210</u>
\$2.00	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
\$5.00	<u>260</u>	<u>980</u>			<u>980</u>	<u>640</u>
\$10.00	<u>110</u>	<u>10</u>			<u>10</u>	<u>40</u>
\$20.00	<u>120</u>	<u>120</u>			<u>120</u>	<u>500</u>
OTHER \$'s	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
Total Change Fund	<u>1801</u>	<u>1798</u>			<u>1801</u>	<u>1800</u>
# Tills/Total \$	<u>4000</u>	<u>active</u>			<u>active</u>	<u>4000</u>
# Till Drops	<u>0</u>	<u>30</u>			<u>0</u>	<u>0</u>
Cust. Recov. Cert.	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>10</u>	<u>45</u>			<u>45</u>	<u>110</u>
Comments:						

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>Giselle Mitchell</u>	Taken By Cash Controller: <u>Giselle Mitchell</u>
Preparing Deposit: <u>5 PM</u>	Date to Bank: <u>12/15/10</u>
Start Time: <u>5 PM</u>	Time to Bank: <u>5:23 PM</u>
Deposit Bag #: <u>127603010</u>	Deposit Bag #: <u>127603010</u>
Deposit Witness: <u>21</u>	Banking Witness: <u>21</u>
Deposit \$: <u>2900.43</u>	Bank Validated \$: <u>2900.43</u>
Completion Time: <u>5:22 PM</u>	Bank Validation Time: <u>5:37 PM</u>
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1629627</u>	<u>RU</u>	<u>34131860</u>	<u>[Signature]</u>	<u>8:30</u>
<u>1629627</u>	<u>FW</u>	<u>34131859</u>	<u>[Signature]</u>	<u>8:30</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

CHASE

CHASE

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My Transaction Summary

CHASE

Transaction #341	
Account Number Ending In:	0515
Checking Deposit	\$2,900.43
Cash Amount	\$2,900.43

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/15/2010 17:31

Business Date 12/15/2010
Session #157

Thank you - Williemae
Cashbox #06

EQ

CHASE EXCLUSIVES

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2900.43
DO NOT DISCARD UPON REMOVAL DATE: 12/12/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603070

TranSource

DATE 12/19/10

DEPOSIT TICKET

		DOLLARS	CENTS
CURRENCY		2900	
COIN			43
CHECKS	LIST EACH SEPARATELY		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY SA

PRINT NAME N/A

DEPOSIT BAG # 121603070

TOTAL 2900 43

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 55602010221 777170515


\$ 2900.43

TOTAL ITEMS 1

NOTE: REORDER CALL 1-800-445-4545 ANY REFERENCE ORDER #26519583

CHECKS AND OTHER ITEMS ARE TO BE DEPOSITED IN THE FRONT OF THE DEPOSIT BAG. COIN AND CURRENCY SHOULD BE DEPOSITED IN THE BACK OF THE DEPOSIT BAG. ALL ITEMS MUST BE PROPERLY ENDORSED.

TranSource



STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

DATE 12/19/90

DEPOSIT TICKET

	CURRENCY	
	DOLLARS	CENTS
1	2900	45
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT VERIFIED BY SA

PRINT NAME N.A.

DEPOSIT BAG # 121603070

TOTAL	<u>2900.75</u>
--------------	----------------

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

TO REORDER
CALL 1-888-200-445
AND REFERENCE
ORDER # 6549383

DEPOSIT TICKET

Cash Management Log

DAY: WED DATE: 12/15/10

SAFE COUNT

NAME	OPEN: <u>12/15/10</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>12/15/10</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>7:39A</u>	<u>1:39PM</u>			<u>2PM</u>	<u>7:30P</u>
\$0.01	<u>21</u>	<u>25</u>			<u>25</u>	<u>23</u>
\$0.05	<u>0</u>	<u>16</u>			<u>16</u>	<u>12</u>
\$0.10	<u>0</u>	<u>70</u>			<u>10</u>	<u>45</u>
\$0.25	<u>130</u>	<u>330</u>			<u>350</u>	<u>300</u>
\$1.00	<u>60</u>	<u>247</u>			<u>250</u>	<u>240</u>
\$2.00	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
\$5.00	<u>260</u>	<u>980</u>			<u>980</u>	<u>640</u>
\$10.00	<u>110</u>	<u>10</u>			<u>10</u>	<u>40</u>
\$20.00	<u>120</u>	<u>120</u>			<u>120</u>	<u>500</u>
OTHER \$'s	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
Total Change Fund	<u>1801</u>	<u>1298</u>			<u>1801</u>	<u>1600</u>
# Tills/Total \$	<u>4200</u>	<u>active</u>			<u>active</u>	<u>4020</u>
# Till Drops	<u>1</u>	<u>30</u>			<u>0</u>	<u>10</u>
Cust. Recov. Cert.	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>40</u>	<u>40</u>			<u>40</u>	<u>40</u>
Comments:						

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>Giselle Mitchell</u>	Taken By Cash Controller: <u>Giselle Mitchell</u>
Preparing Deposit: <u>5PM</u>	Date to Bank: <u>12/15/10</u>
Start Time: <u>5PM</u>	Time to Bank: <u>5:23PM</u>
Deposit Bag #: <u>121603010</u>	Deposit Bag #: <u>121603010</u>
Banking Witness: <u>0</u>	Banking Witness: <u>0</u>
Deposit \$: <u>2900.43</u>	Bank Validated \$: <u>2900.43</u>
Completion Time: <u>5:22PM</u>	Bank Validation Time: <u>5:37PM</u>
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>
Comments:	Comments:

*Deposit Witness confirms that the cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1629627</u>	<u>RU</u>	<u>134131860</u>	<u>[Signature]</u>	<u>8:30</u>
<u>1629627</u>	<u>RU</u>	<u>34131859</u>	<u>[Signature]</u>	<u>8:30</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Thursday DATE - 12/16/10~~XXXXXXXXXX~~
Tasha (-22.89) ~~04~~
Nathan (-9.25)

020 Total 0/5 (-34.01)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Uel	59442165	NB	11:00m
Giselle	59442161	W	7:20

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kim	5944213	W	2:00m
SANSON	59442163	W	8:00m

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59442167	NB	12:30m
TROY	59442167	W	12:00

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59442131	NB	12:50m
Tasha	59442167	NB	13:00m
Tracey	59442169	W	12:00

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

ASEO CHASEO CHASEO CHASE

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My Transaction Summary

Transaction #259	
Account Number Ending In:	0515
Checking Deposit	\$2,987.69
Cash Amount	\$2,987.69

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-5935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/17/2010 13:41

Business Date 12/17/2010
Session #103

Thank you - Carlos
Cashbox #01

RATES

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

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CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply

TransSource

12/16/0

DATE

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE # 01899
345 HOBSON ST.

JPMORGAN CHASE BANK

11549 11560 210721 777 10555

	DOLLARS	CENTS
CURRENCY	2987	69
COIN		
CHECKS (LIST EACH SEPARATELY)		
1		
2		
3		
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DEPOSIT PREPARED BY *CEA*

DEPOSIT VERIFIED BY *CEA*

PRINT NAME *serenity*

DEPOSIT BAG # 121603071

TOTAL 2987 69

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-5545
AND REFERENCE
ORDER # 2651393

TOTAL ITEMS *1*

DEPOSIT TICKET

2987 69

[illegible]

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: 2987.69
DO NOT DISCARD UPON REMOVAL DATE: 10/16/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603071

Cash Management Log

DAY: Thursday DATE: 12/16/10

SAFE COUNT										
NAME	OPEN: <u>11:00A</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>6:00P</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>7:00A</u>	<u>4:00PM</u>							<u>4:15</u>	<u>7:30</u>
\$0.01	<u>23</u>	<u>19</u>							<u>9</u>	<u>18</u>
\$0.05	<u>12</u>	<u>10</u>							<u>10</u>	<u>4</u>
\$0.10	<u>45</u>	<u>30</u>							<u>80</u>	<u>25</u>
\$0.25	<u>300</u>	<u>200</u>							<u>200</u>	<u>170</u>
\$1.00	<u>21</u>	<u>17</u>							<u>171</u>	<u>153</u>
\$2.00	<u>0</u>	<u>0</u>							<u>2</u>	<u>0</u>
\$5.00	<u>1640</u>	<u>420</u>							<u>430</u>	<u>150</u>
\$10.00	<u>40</u>	<u>140</u>							<u>140</u>	<u>240</u>
\$20.00	<u>500</u>	<u>500</u>							<u>500</u>	<u>1040</u>
OTHER \$'s	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1800</u>							<u>1800</u>	<u>1800</u>
# Tills/Total \$	<u>40300</u>	<u>active</u>							<u>Active</u>	<u>40300</u>
# Till Drops	<u>10</u>	<u>50</u>							<u>10</u>	<u>110</u>
Cust. Recov. Cert.	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>15</u>	<u>105</u>							<u>110</u>	<u>110</u>
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>N. Balbuena</u>	Taken By Cash Controller: <u>N. Balbuena</u>
Preparing Deposit: <u>1:55pm</u>	Date to Bank: <u>12:17</u>
Start Time: <u>1:55pm</u>	Time to Bank: <u>1:30pm</u>
Deposit Bag #: <u>127603091</u>	Deposit Bag #: <u>127603091</u>
Deposit Witness: <u>2987-69</u>	Banking Witness: <u>2987-69</u>
Completion Time: <u>2:10pm</u>	Bank Validated \$: <u>2987.69</u>
Change Order \$: <u>0</u>	Bank Validation Time: <u>1:41P</u>
Comments: <u>droppin safe (busy)</u>	Change \$ Received: <u>XX</u>

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>15304173</u>	<u>[Signature]</u>	<u>34131855</u>	<u>[Signature]</u>	<u>8:20</u>
<u>15304173</u>	<u>[Signature]</u>	<u>34131868</u>	<u>[Signature]</u>	<u>8:20</u>

PARTNER TIP REMOVAL (weekly)			
PARTNER #	INITIALS	TIME	
DROP BAG #S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

STORE COMMUNICATIONS

DAY -

FRI

DATE -

12/17

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
TROY	59442181	W	6:30

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
KAREN	59442181	W	3:30
SERENITY	59442181	W	6:30

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59442171	W	10:50a
Tasha	59442175	W	3:30p
Samson	59442181	W	8:20

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
LIZ	59442181	W	4:37

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #166	
Account Number Ending In:	0515
Checking Deposit	\$2,910.99
Cash Amount	\$2,910.99

Further review may result in delayed availability of this deposit

CHASE

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/17/2010 14:14

Business Date 12/17/2010
Session #70

Thank you - Williamae
Cashbox #06

Restrictions and limitations apply.
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**


**MORE
REWARDS**

BIGGER

TranSource

DATE 12/22/10

DEPOSIT TICKET



STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

	CURRENCY	DOLLARS	CENTS
1		29	99
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY MTA

PRINT NAME Sevinty

DEPOSIT BAG # 121603072

TOTAL 2910

99

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TOTAL ITEMS 1

CHECKS AND OTHER ITEMS ARE TO BE DEPOSITED IN THE BOX TO THE PERSON OF THE BANK. ANY AVAILABLE COLLECTION BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

TO REORDER
CALL 1-888-250-4445
AND REFERENCE
ORDER #Z6579383

DEPOSIT TICKET